



CITY OF HOUSTON

Job Posting

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2	Applications accepted from: ALL PERSONS INTERESTED
3	Job Classification SENIOR STAFF ANALYST
4	Posting Number PN# 112182
5	Department Planning & Development
6	Division Public Policy Analysis
7	Section
8	Reporting Location 611 Walker
	Workdays & Hours M - F, 8:00 a.m. - 5:00 p.m.
	*Subject to change
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS Research and analyze critical policy data impacting directions and decisions for the City, seeks emerging trends, policy implications and makes recommendations. Use quantitative, statistical, financial analysis and demographics to assist in developing policies. Examples include the calculation of the impact of economic incentives through tax incentives and the calculation of development impacts of rules and regulations of various kinds.
10	WORKING CONDITIONS The position is physically comfortable.
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a Bachelor's Degree in Business Administration, Public Administration, Economics, or field directly related to the type of work being performed.
12	MINIMUM EXPERIENCE REQUIREMENTS Five (5) years of professional administrative, financial or analytical experience related to the type of work being performed are required. A Master's degree in Business Administration or Public Administration and three (3) years of related experience may be substituted.
13	MINIMUM LICENSE REQUIREMENTS Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).
14	PREFERENCES Excellent analytical, communication and research ability, including writing, spreadsheet, database, Internet and high level thinking skills. Knowledge in at least one of the following specialties: (1) Long-term financial planning, including an understanding of operations and capital financing, the relationship of the two and the ability to construct models that accurately forecast income and expense, (2) Debt issuance and management, including an understanding of the municipal bond market, local government debt issuance processes and requirements and the financial implications of different approaches to capital financing, (3) Statistical analysis, including econometric and multi-variable models, cost-benefit analysis including present value and true and net interest costs, (4) Policy and program analysis in local government setting, (5) Real estate development and/or underwriting skills, (6) Urban planning and development, including knowledge of demographics, census geographies and project feasibility, (7) Knowledge of the City's management information systems and capability to locate and use information from those systems for analytical purposes.
15	SELECTION/SKILLS TESTS REQUIRED None
16	SAFETY IMPACT POSITION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: Salary Range - Pay Grade 28 \$1,777- \$3,407 Biweekly \$46,202 - \$88,582 Annually
18	OPENING DATE July 26, 2006
19	CLOSING DATE Open Until Filled
20	APPLICATION PROCEDURES Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. For application status inquiries, please call (713) 837-7943. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD phone number is 713-837-9496.
	An equal opportunity employer